



ROWENA HERA VIENTE

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Visa : On Transferable Visa

“To obtain a meaningful and challenging accounting management position in various institutions utilizing my strong analytical and interpersonal skills.”

EDUCATION

College : University of San Carlos
BACHELOR OF SCIENCE IN ACCOUNTANCY
Graduate March 1998
Evaluated by World Education Services (WES), as equivalent to a four-year Canadian bachelor's degree.

Secondary : University of Cebu
Graduated March 1994
Graduated with Honors “1st Honorable Mention”

SKILLS

- Accounting - ACCPAC, SCALA, SUN SYSTEM/AMETHIST
- Payroll - ORACLE, OASYS & HITS
- Cost Control - Micros Fidelio, Micros Symphony
- Email - GROUPWISE & Microsoft Outlook
- Microsoft Office (Word, MS Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

CLUSTER PAYROLL MANAGER Jul 2020 – Current
RAFFLES DUBAI and SOFITEL DUBAI THE OBELISK
Dubai, U.A.E.

Job Descriptions:

- Maintain confidentiality in regards to payroll related information.

- Keep track of overtime forms from every department and ensure that the forms are Issued and authorized/signed by respective Department Head and Senior Management.
- Follow up with HR in regards to attendance records and insure the absence has been entered correctly into the HR Admin module before the cut-off date each month.
- Collect and verify basic payroll information from approved payroll documents such as status change form, new joiner form and payroll allowances and deduction forms.
- Co-ordinate with HR Department on matter concerning employees' basic pay including end of service and vacation, allowances, deductions and all other benefits such as air tickets.
- Post the monthly service charge paid-outs, monthly tips and various commission (i.e. upsell and Spa) paid-outs and verify the posted balance to the distribution sheet.
- Ensure that all garnishments and payroll advances are deducted in a timely manner and reconciled accordingly.
- Ensure that vacation, EOS (End of Service) and Air Ticket entitlements and accruals are in accordance with the HR document and employee's contract.
- Produce a monthly basic pay reconciliation vs. previous month.
- Compute and ensure the accuracy of the payroll register and submit to Director of Finance, Director of HR and General Manager (Raffles) and Managing Director (Sofitel) for approval.
- Prepare the payroll SIF file and forward to Chief Accountant for both hotels for uploading submit to Director of Finance and General Manager and Managing Director for online approval.
- Prepare the monthly journal entries and submit to Director of Finance for approval.
- Print and distribute pay slips after payroll has been debited from the hotel's bank account.
- Prepare and maintain vacation and lieu days outstanding.
- Maintain the payroll system and make recommendation for improvements.
- Provide any other reports as requested by management.
- Perform any other duties that may be assigned from time to time by management.

COST CONTROLLER **Apr 2016 – Apr 2020**
FAIRMONT BAB AL BAHR (5 STAR HOTEL)
 Abu Dhabi, U.A.E.

Job Descriptions:

- Responsible for monitoring and for meeting the reporting requirements in the following areas: the food and beverage inventories, the cost of sales and the internal controls.
- Prepares daily flash food cost report and weekly flash beverage report.
- Prepares Rooms Cost on weekly basis and Minibar Analysis on monthly basis.
- Prepares outletwise Food and Beverage costs at month end.

- Assist in the monthly food and beverage inventories count.
- Maintain updated menu costing for all outlet and prepares menu analysis, if necessary.
- Maintain a database for food and beverage inventory stock.
- Ensure proper storage and issuance of all food and beverage items.
- Establish and maintain a cost allocation transfer system for food and beverage supplies to the various departments. Summarize these transactions for each financial period close.
- Cost of all food and beverage items and where practical, input these costs into the point of sales system and generate monthly potential food and beverage cost of sales.
- Establish and monitor the following operational controllers in the food and beverage outlets:
 - ✓ Menu Items (ensure that they are properly rung up the system)
 - ✓ Liquor pouring procedures
 - ✓ Operation inventories and reconciliations
 - ✓ Point of sale system user capabilities and controls
 - ✓ Portion controls
- Prepare F&B reports as requested by management

PAYMASTER

Sep 2009–Apr 2016

FAIRMONT BAB AL BAHR (5 STAR HOTEL)

Abu Dhabi, U.A.E.

Awarded “Leader of the Month for March 2012”

Job Descriptions:

- To prepare the hotel’s payroll of 500 employees accurately and timely.
- To ensure that all “Employee Action Forms” notices are duly authorized.
- To prepare final settlement payments and ensure that all departing employees are accurately paid in accordance with statutory requirements and as per contractual agreement, and to ensure that they are deleted from the master file on the same month.
- To arrange staff vacation dues in times as per hotel’s policy.
- Prepare service charges and verify overtime, accurately and timely paid.
- Ensure employees advances, employees’ pension share and other deductions are carried out.
- Ensure orderly maintenance of all payroll records and reports.
- Must perform payroll verification before getting management approval.
- Employee’s attendance sheets to be reviewed and verified.
- Employee’s monthly benefit (Vacation, Airfare, Gratuity and other related accruals) maintained and payment recorded accurately.
- To maintain good working relationship with all colleagues throughout the hotel.
- Assisting the accounts payable in the preparation of cheques.

PAYMASTER**Nov 2007–Sep 2009****EMIRATES PALACE (5 STAR HOTEL)**

Abu Dhabi, U.A.E.

Job Descriptions:

- To prepare the hotel's payroll of 1,300 employees accurately and timely.
- To ensure that all "Payroll Authorization" and "Status change" notices are duly authorized.
- To prepare final settlement payments and ensure that all departing employees are accurately paid in accordance with statutory requirements and as per contractual agreement, and to ensure that they are deleted from the master file on the same month.
- To arrange staff vacation dues in times as per hotel's policy. To answer employee's queries.
- Prepare service charges and verify overtime, accurately and timely paid.
- Ensure employees advances, city ledger, employees' pension share and other deductions are carried out.
- Ensure orderly maintenance of all payroll records and reports.
- Must perform payroll verification before getting management approval.
- Employee's attendance sheets to be reviewed and verified.
- Employee's monthly benefit (Vacation, Airfare, Gratuity and other related accruals) maintained and payment recorded accurately.
- To be courteous and professional when in contact with outside companies/suppliers and to maintain good working relationship with all colleagues throughout the hotel.
- To carry out any other reasonable duties and responsibilities as may be assigned.
- To respond to changes in departmental functions as dictated by the Hotel.

ACCOUNTS PAYABLE ASST**Apr 2007–Nov 2007****EMIRATES PALACE (5 STAR HOTEL)**

Abu Dhabi, U.A.E.

Job Descriptions:

- Match all invoices with purchases orders, receiving documents, packing slips, etc., ensuring that all bills represent authorized, legitimate purchases.
- Check all Food & Beverage invoices against the Food & Beverage receiving report. Verify additions and extensions on all invoices
- Properly code and record expenses to the correct cost center/general ledger account and obtain appropriate department head approvals.
- Enter all invoices/vouchers into the computer for payment processing in a timely manner with special attention to vendors offering cash discounts.
- Responsible for all hotel disbursements in check form and the protection of unused checks.
- Reconcile vendor statements on a weekly basis and handle vendor and internal inquiries.

PAYROLL OFFICER**Nov 2001–Mar 2007****VICSAL DEVELOPMENT CORPORATION**

CBP, Archbishop Reyes Ave., Cebu City, Cebu, Phils.

Job Descriptions:

- Prepares semi-monthly payroll for the company, including the three (3) branches from Luzon.
- Prepares monthly payments of SSS, Philhealth, and Pag-ibig contributions and loans, as well as the withholding taxes for monthly remittance to the Bureau of Internal Revenue (BIR).
- Prepares deductions of SSS loans for deduction to payroll.
- Computes resignation benefits for resigned employees and refund for withholding taxes and 13th month pay for end contract employees.
- Ensures that 13th month pays, 7-day vacation/sick leaves and medical allowances are given on time.
- Prepares the yearly alpha-list of employees for submission to the BIR.
- Prepares General Information Sheet (GIS) of subsidiaries for submission to Securities and Exchange Commission (SEC)
- Facilitates the processing of the monthly Government reportorial requirements and payments.
- Performs other job-related tasks as may be assigned from time to time by the Chief Accountant.

ACCOUNTING ASST II (CREDIT)**Jun 2001–Nov****2001****AIRLIFT ASIA (CEBU), INC.**

MEPZ, Lapu-Lapu City, Cebu, Philippines

Job Descriptions:

- Follow-up charge accounts thru telephone, fax/email, demand letter and customer visit
- Encode Official Receipts (OR) for the customers' details of payment
- Schedule collection of payments
- Monitor, collate & file acknowledgment copy of charge invoices for reference purposes
- Prepare weekly accounts receivable report
- Monitors series of (OR) issued to collector
- Performs such other functions as deemed necessary

ACCOUNTING CLERK**Jan 2001–Jun 2001****KH CEBU CORPORATION (thru ADD-FORCE Agency)**

MEPZ I, Lapu-Lapu City, Cebu, Philippines

Job Descriptions:

- Procurement
- SSS Maternity & Sickness Benefits reimbursement in-charge
- Bookkeeping
- Bank reconciliation

ASSISTANT TECHNICIAN **Jan 2000–Dec 2000**

AMBIT MICROSYSTEMS CORPORATION

Hsinchu Industrial Park, Hsinchu City, Taiwan, R.O.C.

Job Descriptions:

- Testing modem and inverter Plastic Circuit Boards (PCB)
- Inspection of modem and inverter PCB
- Packing of modem and inverter PCB
- Performs tasks as deemed requested

ACCOUNTING OFFICER **Jul 1999–Jan 2000**

PINNACLE CASTINGS, INC.

Alang-Alang, Mandaue City, Cebu, Philippines

Job Descriptions:

- **Assistant to the Finance Officer**
 - Prepares office correspondence both internal and external
 - Coordinates with other division for any matter relating to financial issues, thus preparing weekly reports for submission to the Finance officer
 - Takes down minutes of the meeting during monthly department meetings
 - Monitors daily bank transactions against the company's ledger
- Payroll In-Charge
- Prepare and process disbursements (check and check vouchers)
- Monitors receivables and payables
- Prepares SSS reportorial requirements
- Perform other related works as deemed necessary

ACCOUNTING STAFF **Apr 1998–Jun 1999**

YAMASHIN CEBU FILTER MFG. CORPORATION

MEPZ I, Lapu- Lapu City, Cebu, Philippines

Job Descriptions:

- Prepare and process payments to suppliers
- Prepare pertinent reportorial requirements for submission to the BIR
 - Monthly/Quarterly Withholding Tax Remittances
 - Monthly/Quarterly Value-Added Tax Return

- Monitor bank account balances
- Monitor payables (trade and others)
- Monitor due accounts to suppliers
- Prepare journal vouchers on insurance, freight and others
- Prepare pertinent reports for submission to the General Manager
- Perform such other functions as maybe required by the management from time to time.

SEMINARS/TRAININGS

- **7 Habits of Highly Effective People**
- **Leadership Promise**
- **LEAD**
- **Service Promise**

PERSONAL INFORMATION

Date of Birth	:	August 21, 1977
Place of Birth	:	Cebu City, Cebu, Philippines
Nationality	:	Filipino
Status	:	Married
Height	:	5'2 1/2"
Weight	:	60 kgs.
Sex	:	Female
Religion	:	Roman Catholic

REFERENCES

UPON REQUEST.